

## Registering for the Applicant Portal

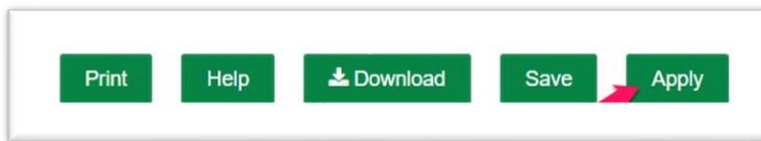
**Browser:** Log into AmpliFund, <https://ne.amplifund.com/Public/publicuser/accountinformation> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

**NOTE:** If you are a 3<sup>rd</sup> party (example: external consultant), see the 'Registering for the Applicant Portal-3<sup>rd</sup> Party Consultant' user guide.

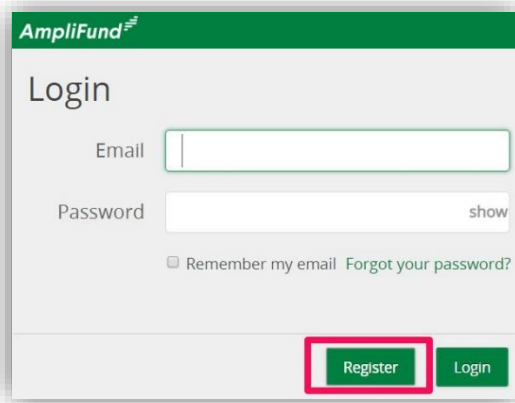
## How to Create an Account in the Applicant Portal

The first time you access a NDED grant through the Applicant Portal, you will be prompted to create a login and password.

1. Locate and click on the **Apply** button in the top right-hand corner



2. You will be brought to a page that asks you to either **Register** or **Log In**
  - a. If you do not already have an AmpliFund username and password, click **Register**
  - b. If you have already started an application or have an existing AmpliFund username and password, click **Log In**

The image shows a web form titled 'Login' under the AmpliFund logo. It contains fields for 'Email' and 'Password'. The 'Password' field has a 'show' toggle. Below the fields are links for 'Remember my email' and 'Forgot your password?'. At the bottom, there are 'Register' and 'Login' buttons. The 'Register' button is highlighted with a red border.

3. Upon clicking **Register**, you will be brought to a Registration page, with three basic sections allowing you to input your email, password, and basic contact and organization information
4. In the User Information section, please enter your **Email Address**, and create a **Password**. Once you create a Password you will have to confirm it as well

## Create New Account

If you have already registered, please click [here](#) to login.

### User Information

Email Address\*

Role Administrator

Password\*

Confirm Password\*

5. In the Contact Information section, only the **First Name** and **Last Name** fields are required. However, you will save time on your application if you fill out Title, Address, City, State/Province, Postal Code and Phone Number.

### Contact Information

First Name\*

Middle Name

Last Name\*

Suffix

Title

Address Line 1

Address Line 2

City

State/Province

Postal Code

Phone Number

6. In the Organization Information section, please complete any required fields pertaining to your organization or the organization you are applying on behalf of

### Organization Information

Same as above ☐

Organization Name\*

Organization Type\*

Email Address\*

Website

Address Line 1\*

Address Line 2

City\*

State/Province\*

Postal Code\*

Phone Number

- Once all required fields are completed in all three sections, please click the green Register button to proceed to apply!

Register